

Report Date: 26 Mar 2015

Summary Report for Individual Task
805K-79R-4308
Perform Guidance Counselor Quality Control Procedures
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have applicants scheduled to process and access to Guidance Counselor Resource Center (GCRc), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations, publications, USAREC Messages and OPORDs. This task should not be trained in MOPP 4.

Standard: Review record IAW AR 601-210; run the validation report to check for administrative errors; assign a status of 'Go' or 'No-Go' and notify the recruiter, center leader, company commander, and first sergeant of status.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Log in to the IKROME.
 - a. Select "GCRc" from the drop down menu under my launcher.
 - b. From the GCRc main screen enter date of processing that needs QC'd.
2. Select appropriate applicants record.
3. Verify the record has a 'Y' validation.

Note: Process below is non-linear.
4. Select applicant by name on hyper link.
5. Select process application.
6. Select Recruiter Zone and verify each is complete:
 - a. 680-3AE.
 - b. Foreign Languages.
 - c. Name preference.
 - d. Person.
 - e. Physical Screening Criteria.
 - f. Personal Screening Criteria.
 - g. Moral Screening Criteria.
 - h. Technology Information.
 - i. Group Member Associations.
 - j. Contact Method.
 - k. Aliases.
 - l. Residences.
 - m. Employment.
 - n. Military Service School.
 - o. Foreign History.
 - p. Citizenship.

q. Character References.

7. In GCRc select ERM.

8. Select View Packet.

9. Verify all required documents are present.

a. Validation Report.

b. UF 1241(may not be NO GO issue).

c. Social Security documentation.

d. Education document(s).

e. Drivers License (if listed in RZ and on supporting forms).

f. Citizenship documentation.

g. US MEPCOM 680-3A-E.

h. DD 2807-2.

i. Any additional required medical documentation.

j. Live scan results/EBC results.

k. EBC release DD 369.

l. Any applicable waiver documents.

m. Sex Offender Check results.

n. Dependency Documents (if applicable).

o. Verify FSR2S Qualifications (if applicable).

10. Check that each document is legible and properly scanned.

11. Compare each document with the corresponding area in Recruiter Zone.

12. Verify any waiver or suitability / ETP results as required.

13. Select GCRc links.

14. Select GCRc inbox.

15. Select appropriate applicant that required GC QC.

16. Select appropriate "approve" or disapprove" link.

17. Insert required comments in comments box.

18. Select finish task.

19. Close all completed records.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged in to IKROme.			
a. Selected "GCRc" from the drop down menu.			
b. From the GCRc main screen entered date of processing that needs QC'd.			
2. Selected appropriate applicants record.			
3. Verified the record has a 'Y' validation.			
4. Selected applicant by name on hyper link.			
5. Selected process app.			
6. Selected Recruiter Zone and verified all required fields are complete:			
a. 680-3AE.			
b. Foreign Languages.			
c. Name preference.			
d. Person.			
e. Physical Screening Criteria.			
f. Personal Screening Criteria.			
g. Moral Screening Criteria.			
h. Technology Information.			
i. Group Member Associations.			
j. Contact Method.			
k. Aliases.			
l. Residences.			
m. Employment.			
n. Military Service School.			
o. Foreign History.			
p. Citizenship.			
q. Character References.			
7. Selected ERM in GCRc.			
8. Selected View Packet.			
9. Verified all required documents are present.			
a. Validation Report.			
b. UF 1241(may not be NO GO issue).			
c. Social Security documentation.			
d. Education document(s).			
e. Drivers License (if listed in RZ and on supporting forms).			
f. Citizenship documentation.			
g. US MEPCOM 680-3A-E.			
h. DD 2807-2.			
i. Any additional required medical documentation.			
j. Live scan results/EBC results.			
k. EBC release DD 369.			
l. Any applicable waiver documents.			
m. Sex Offender Check results.			
n. Dependency Documents (if applicable).			
o. Verify FSR2S Qualifications (if applicable).			
10. Checked that all documents are legible and properly scanned.			
11. Compared each document with the corresponding area in Recruiter Zone.			
12. Verified any waiver or suitability / ETP results as required.			
13. Selected GCRc links.			
14. Selected GCRc inbox.			
15. Selected appropriate applicant that required GC QC.			

16. Selected appropriate "approve" or disapprove" link.			
17. Inserted required comments in comments box.			
18. Selected finish task.			
19. Closed all completed records.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None